

City of Kirkland Planning Department Pre-Submittal Application Requirements:

Application Checklist

The following is a list of materials which must be submitted to schedule a meeting. Consult with the Department of Planning and Community Development if you have questions. Please do not turn in your application until all materials which apply to your proposal have been gathered. The City will review and provide feedback on the documentation submitted at the time of original application. *Because staff reviews the proposed project in advance, applicants are discouraged from bringing substantial revisions to the meeting.*

Application

Plans

- ☐ Land Use Permit – Vicinity Plan, conceptual drawings of proposed project (surveys or engineers drawings not required if not yet available) including approximate location of all significant trees (at least 6" diameter), existing and proposed contour lines if available (include parking lot, circulation system, and any natural features).
- ☐ Building Permit – Vicinity Plan, site plan with existing and proposed contour lines – include parking lot, circulation system, significant trees (at least 6" diameter) and any natural features; elevations of all four (4) sides of any proposed structures; floor plans.
- ☐ All materials submitted for this application must meet the following standards:

Electronic Plans & Documents:

- ☐ All files must be in Adobe PDF format. Any file that is not in PDF format must be **converted** from its native format to Adobe PDF rather than being scanned.
- ☐ Any memo/report that is created from multiple formats must be combined and submitted as one PDF document.
- ☐ All memos/reports must be either 8-½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.
- ☐ Photographs of models and/or material/color boards, if prepared, are required.
- ☐ Applications not submitted through MBP must provide all application materials on CD to the Planning Department for presentation at public meetings and/or permanent storage.

Paper Documents:

- ☐ Applications not submitted through MBP shall provide one paper copy of all application materials in either 8½ x 11 or 11 x 17 inch size. Legal sized documents will not be accepted.

Fees

- ☐ Payment to the City of Kirkland for the filing fee. An invoice will be sent through the Dashboard once the materials are considered adequate for initial City review.
- ☐ For Shoreline Stabilization projects – an additional consulting fee may be required.